



ARIZONA DEPARTMENT OF ECONOMIC SECURITY

Janet Napolitano
Governor

Division of Developmental Disabilities

Tracy L. Wareing
Director

NOTICE OF INTENDED ACTION

RE: _____

Dear: _____

You are hereby notified that, with respect to your child/ward _____ the Division of Developmental Disabilities intends to take the following action:

- | | |
|---|---|
| <input type="checkbox"/> Deny Admission to Service(s) | <input type="checkbox"/> Terminate Service(s) |
| <input type="checkbox"/> Change Services(s) | <input type="checkbox"/> Suspend Service(s) |
| <input type="checkbox"/> Reduce Service(s) | <input type="checkbox"/> Other |

Following is the action to be taken:

Services will terminate 35 calendar days from the date of this notice or at the end of the Administrative Review process.

The provision of State funded services is limited to available funding for this fiscal year. Current budget reductions require that the Division of Developmental Disabilities take the above intended action.

If you disagree with this intended action, you may request an Administrative Review. To do so, you must file a written or oral request for review within 35 calendar days of the date of this letter. You may call, mail or deliver your request to:

Division of Developmental Disabilities
Compliance and Review Unit
P.O. Box 6123, Site Code 791A
1789 W. Jefferson St., 4th Floor
Phoenix, AZ 85005
Telephone: (602) 542-0419
Fax: (602) 364-2850

It is your responsibility to obtain any needed assistance and to submit any information you wish the Division of Developmental Disabilities to consider at the time you file your request for an Administrative Review. Please contact your support coordinator if you have any questions.

District Program Administrator/Manager or other Designee

cc:
Case File
ALTCS Local Office

Equal Opportunity Employer/Program ♦ Under Titles VI and VII of the Civil Rights Act of 1964 (Title VI & VII), and the Americans with Disabilities Act of 1990 (ADA), Section 504 of the Rehabilitation Act of 1973, and the Age Discrimination Act of 1975, the Department prohibits discrimination in admissions, programs, services, activities, or employment based on race, color, religion, sex, national origin, age, and disability. The Department must make a reasonable accommodation to allow a person with a disability to take part in a program, service or activity. For example, this means if necessary, the Department must provide sign language interpreters for people who are deaf, a wheelchair accessible location, or enlarged print materials. It also means that the Department will take any other reasonable action that allows you to take part in and understand a program or activity, including making reasonable changes to an activity. If you believe that you will not be able to understand or take part in a program or activity because of your disability, please let us know of your disability needs in advance if at all possible. To request this document in alternative format or for further information about this policy, call 602-542-6825; TTY/TDD Services: 7-1-1.